



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STATE EMS INVESTIGATOR

Job Number: 21005357

Job Code: 62350V250716

Job Group: 6200 - HUMAN SERVICES

Job Established: 07/16/2025

Job Revised:

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the State Emergency Medical Services (EMS) Investigator responsible for performing complex complaint investigations and enforcement duties involving EMS agencies, personnel, educators, trainers and education institutions licensed under KRS Chapter 311A ensuring compliance with regulations and protocols. Assists with investigations and enforcement duties against ground and air ambulance services with the Cabinet for Health Service's Office of the Inspector General under KRS Chapter 216B; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Six years of professional experience in emergency medical services and/or inspection/investigative work.

Substitute EDUCATION for EXPERIENCE:

A master's degree in emergency medical services or other related medical field will substitute for two years of professional emergency medical services experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in emergency medical services, inspection or investigation fields will substitute for the required education on a year-to-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid Kentucky Paramedic License. <https://kemsis.ky.gov/lms/public/portal#/lookup> Must complete National

Certified Investigation and Inspector Programming, Applied Investigative Techniques Program within first year of employment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in the job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensures(s), certification(s), or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Independently conducts complex investigations. Investigates complaints against EMS personnel, EMS educators, EMS training or educational institutions. Conducts interviews. Gathers facts and evidence to determine scope, timing and direction. Analyzes and interprets data. Develops and executes investigative plans. Prepares investigative reports, subpoenas, sworn statements, case tracking documents, agreed orders, and other documentation. Documents investigative reports in specialized narrative reports. Provides technical and consultative assistance to agencies, local officials, and EMS professionals. Recommends disciplinary actions. Collaborates with Legal Department. Testifies at legal proceedings. Ensures compliance with regulations, state and federal laws, state and national scopes of care, and autonomous and state treatment protocols. Assists OIG with investigations of ground and air ambulance services by providing technical expertise regarding regulation and statute requirements for agency operations. Assists in investigating licensed individuals associated with agencies under investigation by the Office of Inspector General (OIG) regarding their alleged roles or contributing actions that led to an agency level complaint. Accompanies the OIG investigator to assist in conducting onsite inspections or investigation actions.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job classification will perform duties in an office setting, outside agency facilities, in interview rooms, and in homes of patients or respondents. Travel will be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.